



## -Technology Item Order Form-

When ordering technology items through building, department, PTO, or other funds please make sure that you have this form attached to your Purchase Requisition in order for the order to be processed in a timely manner. If the requested information is not supplied we will send back the Purchase Requisition and request what we need in order to proceed. The request will be placed on hold until all needed information is supplied. Thank you for your cooperation.

Building Name:

Person Filling Out this form:

Date Sent to Technology Services:

1. Make sure that your account code is listed on the attached Purchase Requisition. If the code is not correct or is out of funding we will return the PR to you.
2. Make sure that the signature of the principal/supervisor is located on the attached Purchase Requisition.
3. Make sure that the description, make, and model of the requested item is listed on the attached Purchase Requisition. (If you are not sure of what you are needing please work with your technology specialists on the specifics, we will gladly help.)
4. List below where the item(s) will be installed/connected/etc.:

**Room Number(s):**

**This Item Needs Attached/Installed To What Current Piece(s) of Technology**  
(applicable only if you are purchasing software or a peripheral that needs to attach to a computer):

5. Will this item need a data drop for network access? \_\_\_ Y \_\_\_ N

6. Will this item need electrical power? ? \_\_\_ Y \_\_\_ N

7. Will this need any carpentry work (mounting to ceiling/wall, cabinetry, floor reinforcement, etc)?  
\_\_\_ Y \_\_\_ N

8. Please attach any Board of Education documentation needed. (9001.00-12000.00 requires a written Information Item, 12001.00+ requires a written Action Item.)

9. Your Technology Specialists signature is required below to ensure that he/she is aware of this need and has worked with you on the proper compatibility of the item:

\_\_\_\_\_  
Technology Specialists Signature

\_\_\_\_\_  
Date

10. If this is software or hardware that will be used in the curriculum, in any way, the signature of the Assistant Superintendent of Teaching, Learning, and Accountability must also be noted below:

\_\_\_\_\_  
Assistant Superintendent of Teaching, Learning, and Accountability

\_\_\_\_\_  
Date

This box for Technology Services to complete:  
**Date Received:** \_\_\_\_\_ **Processed?** Y N **Hold?** Y N  
**Initial** \_\_\_\_\_